

Montana Public Employees' Retirement Board  
RFP Committee Meeting Minutes  
November 21, 2006

The RFP Committee meeting was called to order at 1:30 p.m. on Tuesday, November 21, 2006. Committee members present were: Board members, Elizabeth Nedrow and Terry Smith by conference call; Employee Investment Advisory Council member Mary Spaulding; MPERA staff members Melanie Symons, Rob Virts and Kathy Samson. Devin Garrity from the State Procurement Bureau also attended the meeting.

The Committee started with review and approval of the September 18, 2006 meeting minutes.

The Committee then discussed the scoring method to be used: average or consensus. Mr. Garrity recommended consensus scoring, Kathy Samson indicated that Mr. Christnacht, who was not able to attend the meeting, had called to say that he felt consensus scoring would be best. Committee member Terry Smith moved to use consensus scoring; Committee member Mary Spaulding seconded the motion. The motion passed unanimously.

The Committee then reviewed the following information provided by Mr. Garrity:

- The Declaration Document
- The Evaluation Committee Document
- RFP Evaluation Document; this is the State's standard evaluation process
- The Evaluation Matrix; taken directly from the criteria set in the RFP

The Committee had numerous clarification questions for Mr. Garrity relative to the process and how the process could/should be modified. The Committee's final discussion and decisions resulted in the attached Evaluation Process modified to meet the Committee and Board's specific needs and processes.

Mr. Garrity indicated that the State Procurement Bureau would receive responses by Friday, November 24. He would review responses to determine if they met the initial requirements of the RFP on Monday, November 27 and have responses to MPERA by Tuesday, November 28.

The Committee's last decision was that a meeting should be held on Tuesday, December 5 at 8:00 a.m. to determine if the RFP responses passed or failed Section 4.1 – Vendor Qualifications – of the RFP. If any Offerors failed the entire Section, the Offeror(s) would be eliminated and Committee members would not review the remainder of the proposal. If any Offerors failed in any one criteria of Section 4.1, the questionable area would be presented to the Board at their December 14 meeting. The Board would determine if the Offeror(s) should remain in the process or be eliminated. At the December 5 meeting the Committee will set the meeting for the full consensus scoring as they will have a better idea of the time needed to review responses. The Committee noted that December 12 was the original date set for the Committee scoring meeting.

The meeting adjourned at 2:00 p.m.